

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040017-5

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDP - 75	
1. TITLE OF REPORT (if a fill-in report include Form No.) SEMI-ANNUAL OPERATIONAL SUMMARY					2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		FINANCE		Operations	
4. NO. OF COPIES PREPARED 6	5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-annually			6. DISTRIBUTION (No. of components not number of copies) 2		
7. FORMAT (memorandum, form, computer print-out, etc) Memo	8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> 25X1		
10. PREPARING COMPONENT (include lowest level contributing information to report) AF and WH			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$16,773.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040017-5				18. EXTENSION